

## Access to the Modernized ACASS/CCASS Systems

Access to the modernized ACASS and CCASS systems begins with the appointment of a “Focal Point” at each major command, district, or branch office. The Air Force, Navy, and HQ US Army Corps of Engineers have all issued guidance directing the Districts/MACOMS to appoint Focal Points. Designated Focal Points may apply for access by selecting the “Access Forms” link on the [www.cpars.navy.mil](http://www.cpars.navy.mil) web site, completing, and submitting the “Focal Point User Access Request Form”. The form may be directly accessed at:

<http://cpars.navy.mil/accessforms/fpuarf.htm> . *Each major command, district, or branch office must select at least one Focal Point. The Focal Point is the person who will grant access to all other ACASS and CCASS users within their local command.*

Government personnel needing to access completed evaluations, contract award history, and Architect-Engineer qualifications (SF 330 Part II) may apply for access by selecting the “Access Forms” link on the [www.cpars.navy.mil](http://www.cpars.navy.mil) web site, completing, and submitting the “Business Analysis Reports Access Request Form”. The form may be directly accessed at: <http://cpars.navy.mil/accessforms/barrequest.htm> . *Government personnel access these reports for a number of reasons, including corporate visits, market research, and to identify qualified A-E firms when emergency work requirements arise.*

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